

## Work Plan

Goal X: Enter goal description here

Major Objectives	Major Functions, Tasks, and Activities	Timeline	Performance Measure and/or Deliverables
1. Develop and test a working XYZ model by 12/31/XX.	1.1. Analyze X data to determine Y  1.2. Develop recommendations for the design of a _____. List pros/cons of each, identify preferences and justify chosen design.  1.3. Develop sample model using ABC design.  1.4. Make design modifications, required by DHS.  1.5. Test ____ to confirm proper working action and document positive/negative results.	01/01/XX - 3/15/XX  By end of 1 <sup>st</sup> quarter of 200X  By end of 2 <sup>nd</sup> quarter of 200X  Week of XX/XX/XX  11/15/XX - 12/15/XX.	Submit report documenting analytical techniques and findings.  Submit list of recommendations by XX/XX/XX.  Submit initial model to DHS for review and approval no later than XX/XX/XX.  Re-submit adjusted model for approval no later than _____.  Complete tests and submit written results by XX/XX/XX.
2. Enter objective here.	2.1  2.2		
3. Enter objective here.	3.1  3.2		
4. Enter objective here.	4.1  4.2		

[Separate Work Plan forms for each budget period are not needed when the same activities and functions re-occur each year. The timeline column can be used to delineate tasks or functions that differ for a given budget period.]

